



JOB DESCRIPTION

Position Title: Lieutenant

Working Title: Lieutenant/EMS

Class Code: 4318

Non-Exempt

EEO Code: 02

Effective Date: May 11, 1998

Major Function

Administrative and technical work assisting in the development and implementation of Emergency Medical Services (EMS). Position is assigned to forty (40) hour workweek. Position may be reassigned to meet the operational needs of the Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists in the preparation, implementation, and supervision of EMS programs, including the areas of quality assurance, protocols, billing, EMS Reporting, equipment purchases and repairs, budget preparation, medications, and Paramedic preceptor program.

Assists the Medical Director in reviewing the quality of pre-hospital treatment provided by Seminole County emergency medical personnel.

Provides written reports on employee performance in EMS for use in annual performance evaluation and paramedic preceptor program.

Conducts performance evaluations for assigned personnel to include the preparation and presentation of performance evaluations, which determine merit increases. Effectively recommends disciplinary and/or commendatory actions.

Works with department staff to ensure EMS reports and treatment data are entered into the EMS tracking program and that appropriate bills are sent to system users.

Provides input to division and department budget and recommends any equipment to be purchased for use in the EMS system.

Maintains supply of medications used by EMS personnel in the field and controls access to controlled medications used by Paramedic personnel.

Performs other duties as assigned or as may be necessary, including, but not limited to fire suppression and rescue activities.



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Minimum Qualifications

Knowledge of the principles and practices of fire service operations. Knowledge of Emergency Medical Services operations and patient treatment protocols. Knowledge of the operation and maintenance of various types of fire apparatus, EMS vehicles and equipment use. Knowledge of Seminole County geography. Knowledge of EMS/Fire/Rescue Division rules and regulations.

Ability to keep abreast of EMS procedures, techniques, and equipment. Ability to act quickly and calmly to emergencies. Ability to lead subordinates effectively and maintain discipline. Ability to exercise sound judgment and exercise impartiality. Ability to communicate effectively both orally and in writing with other staff. Ability to prepare documents, review incidents, implement protocols, and develop projects without assistance. Ability to organize and make presentations to all types of groups.

Skilled in the application of emergency medical procedures and first aid principles and methods.

High School Diploma or GED and three (3) years experience in Emergency Medical Services.

Must possess and maintain a valid Florida Non-Commercial class "D" Driver's License with an "E" endorsement.

Must possess and maintain a valid State of Florida Paramedic License.

Must possess and maintain a valid Advanced Cardiac Life Support (ACLS) certification.

Must obtain within one year and maintain a valid State of Florida Certificate of Compliance for Firefighting.

Must meet State of Florida Firefighters Council's Rules and Regulations for firefighters.

Must meet and be able to continuously maintain the physical agility requirements as administered by the Department of Public Safety.

New hires must have abstained from tobacco use for twelve months prior to application with Seminole County (Florida Statute Section 633.34).

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.